

2024 Culture Grant Program

Application Guidelines

Application deadline – 4:30 pm, April 1, 2024

Objective

The objective of the *Culture Grant Program* is to build capacity within the arts and culture sector in Saskatoon for the well-being and prosperity of the community. Funding support is provided to Saskatoon cultural organizations in recognition of their role in providing cultural activities for Saskatoon residents and visitors, and the contribution they make to the quality of life and economic prosperity of the city.

For more information or to discuss your application contact:

Kathy Allen

Arts and Grant Consultant

306-975-3391

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The City of Saskatoon promotes fair and equitable practices in employment and the provision of services to all citizens of Saskatoon.

Who Can Apply?

To be eligible for operational support, your organization must:

- be a registered non-profit arts, heritage, museum, or festival organization based in Saskatoon;
- have been in operation for a minimum of two years;
- have a minimum of \$5 million in liability and participant insurance;
- be registered in the Canadian Arts Database/Données sur les arts au Canada (CADAC): <https://www.thecadac.ca> if annual revenues are greater than \$300,000; (CADAC is optional for organizations in the Catalyst Category).
- engage the advice and expertise of professionals in programming and administration;
- provide programming that is accessible to the public; and,
- fit into one of the following categories:
 - Arts organizations whose primary mandate is to create, produce, or present work in dance, theatre, music, visual, literary, media, or interdisciplinary arts.
 - Heritage or Museum organizations whose primary mandate is the direct delivery of heritage or cultural programs for the public, including original curated exhibitions.
 - Festival organizations that are a minimum three consecutive days in length whose primary mandate is The Arts (dance, theatre, music, visual, literary, media, or interdisciplinary arts) or Heritage.

Who Can't Apply?

- umbrella groups, arts advocacy organizations, art schools, training institutions, and rent-only facilities;
- festivals that are primarily competitions or fundraisers;
- new applicants with operating revenues less than \$100,000 in the two consecutive years prior to the application deadline;
- new applicants with in-person attendance less than 5,000 in the two consecutive years prior to the application deadline; and,
- new applicants with an accumulated deficit that exceeds 10% of revenue.

Note: new applicants considering applying for admission into the program must contact the Arts and Grants Consultant prior to applying.

Grant Categories

There are five grant categories in the Culture Grant Program:

Flagship Cultural Organizations

Funding Type: Operating Funds

Eligibility Criteria:

- Cultural institutions or festivals that play a major programming role in the community;
- provide mentoring support to smaller and emerging cultural groups; and,
- have operating revenues over \$1.25 million and attendance over 30,000 for two consecutive years.

Assessment:

- City administration approves funding.

Anchor Cultural Organizations

Funding Type: Operating Funds

Eligibility Criteria:

- Cultural institutions or festivals that play a major programming role in the community; and,
- have operating revenues over \$500,000 and attendance over 10,000 for two consecutive years.

Assessment:

- City administration approves funding.

Leader Cultural Organizations

Funding Type: Operating Funds

Eligibility Criteria:

- Cultural institutions or festivals that play a major programming role in the community; and,
- have operating revenues over \$300,000 and attendance over 7,500 for two consecutive years.

Assessment:

- City administration approves funding.

Catalyst Cultural Organizations

Funding Type: Operating Funds

Eligibility Criteria:

- Any Arts, Museum, or Festival organization that stimulates or advances development of the culture sector without duplicating activity already funded in higher tiers of the *Culture Grant*

Program; and,

- have operating revenues over \$100,000 and attendance over 5,000 for two consecutive years.

Assessment:

- City administration approves funding.

Cultural Partners

Funding Type: Operating Funds

Eligibility Criteria:

- Organizations who have a unique partnership with the City to further the goals of the Culture Plan; and,
- provide additional service to the City (beyond their core mandate) whether through the stewardship of an asset (such as a significant heritage site or building that is used by the community) or animation of key points in the city.

Assessment:

- City Council approves funding based on administration recommendations.

Funding

The following thresholds represent the funding goals of the Culture Grant Program:

Flagship Cultural Organizations: \$60,000

Anchor Cultural Organizations: \$35,000

Leader Cultural Organizations: \$25,000

Catalyst Cultural Organizations: \$5,000

Cultural Partners: Determined by City Council based on recommendations from administration

Grant funds available are subject to annual City budgets.

For operational funding applicants:

- City administration will work towards an even distribution of funds among organizations in each category when possible. Organizations may experience a phase in period if there are not enough funds available to allow each organization to reach their funding threshold. Consideration will be given to providing the least disruption to historical funding levels as possible.

For new applicants:

- City budgets are determined on a two-year cycle; new applicants must apply for funding in the year prior to the budget being set. New applicants should apply in 2025 to be considered for funding in 2026.

Project Fund and Innovation Fund Grants:

- May or may not be offered annually.
- Information on assessment criteria will be provided when programs become available.

Additional Support

Organizations receiving operational funding may also receive support in the form of tax abatements and/or the donation of civic services. Contact the program consultant for more information.

Assessment Process

Applications from organizations that are currently in the *Culture Grant Program* will be evaluated by City staff to ensure that all application requirements are met.

Applications from organizations that are not currently in the *Culture Grant Program* will be reviewed by a committee consisting of qualified peers. Recommendations of the assessment committee are final.

Applications are evaluated and ranked using the following criteria:

1. Community Impact and Merit (10 points)

- There is evidence the organization's programming is relevant, accepted, and needed by the community; and,
- there is evidence the organization's work and programming reflects contemporary, regional, national, or international practises.

2. City of Saskatoon Relevance (10 points)

- There is evidence the organization furthers a minimum of two key directions in the *City of Saskatoon Culture Plan*; and,
- there is evidence the organization contributes to the quality of life and economic prosperity of Saskatoon.

3. City of Saskatoon Culture Grant Program Relevance (10 points)

- there is evidence the organization's programming is unique and does not duplicate the work of other organizations currently in the *Culture Grant Program*

4. Accessibility (10 points)

- There is evidence the organization works to remove social, geographic, and economic barriers to engagement and participation; and,
- there is evidence the organization ensures the expansion of audience access to, and comprehension of, work and programming.

5. Organization stability (10 points)

- There is evidence the organization has an appropriate structure and capacity to fulfill its mandate; and,
- there is evidence the organization can effectively manage its operations.

Notification

Applicants will be informed of the results of their application by June 1, 2024.

The City maintains the right to withdraw a grant award, upon notice to the grant recipient, in the following circumstances:

- There was a major and significant change to the grant project without the prior approval of the City;
- Funding for the grant program becomes unavailable; or,
- Any other time when the City so determines.

Acknowledgement

Grant recipients are required to acknowledge support from the City of Saskatoon in promotional materials and other materials for the project. Logos may only be used for the year in which the funding is provided. City of Saskatoon Funding Recognition guidelines can be found here:

https://www.saskatoon.ca/sites/default/files/documents/community-services/community-development/funding_recognition_guidelines.pdf.

Processing

The City of Saskatoon will only accept and process applications that are submitted online prior to the grant deadline. If you require assistance with the online application, please contact the Grants Clerk at 306-975-3383 or grants@saskatoon.ca. The City of Saskatoon reserves the right to request additional information.

Reporting and Payment Procedures

Operational Funding

- Will be released upon approval of the *Culture Grant* application. *Follow-up* reporting information for operational funding is included in the application process; successful applicants who do not reapply to the *Culture Grant Program* in 2025 will be required to submit their annual report and audited financial statements for their 2024 grant.
- Returning applicants with an actual or budgeted accumulated deficit that exceeds 10% of the projected revenue for the current fiscal year will be asked to submit a deficit reduction plan prior to receiving any funding.

Application Process

Apply online: https://cityofsaskatoon.smapply.io/prog/culture_grant/

The application will ask for general information on your organization as well as the following:

- Most recent Annual Report;
- Most recent Audited Financial Statements;
- CADAC Financial Form that includes the budget for the funding request year and financial information for the previous two years;
- CADAC Statistical form; include the most recent completed fiscal year;
- Brief overview of program plans for the upcoming year; and,
- Deficit reduction plan if the organization's actual or budgeted accumulated deficit exceeds 10% of the projected revenue for the current fiscal year.

New applicants are required to also provide the following information:

- Organization Vision/Mandate
- Organizational Chart
- List of Current Board Members
- Written narrative (maximum 4 pages) that includes information on:
 - 2024 program plans;
 - how the organization advances the goals of the City of Saskatoon Culture Plan;
 - how the organization stimulates the Saskatoon culture sector; and
 - how the organization offers programming that is not currently funded in the Culture Grant program.
- Letters of Support for the organization (maximum three)

Note: if any of the above items are included in the Annual Report they do not need to be included again.

Applications must be received by 4:30 pm, April 1, 2024